

CSC Statement of Work Revisions October 2003

Minor grammatical corrections or proper usage of words were made throughout the SOW without being listed below.

- ! Table of Contents** - Chapter pages have been re-numbered
- ! List of BOP Program Statements** - Added the following Program Statements and put all PS in numeric order; ISM Manul, Urine Surveillance and Narcotics Identification, Alcohol Surveillance and Testing Program, Release of Information, and News Media Contacts. Added instructions to locate program statements at the BOP Internet homepage.
- ! Contractor Required Training** - added after List of BOP Program Statements page.
- ! Direct Court Commitments** - Deleted references to this type of offender throughout the SOW.

Introduction:

- ! Item 6, Contract Performance** - Last sentence of paragraph 7, changed to indicate offenders may have supervised access to the Internet while in the facility

Chapter 1:

- ! Section 2** - Added to the first paragraph the type of events that may cause the implementation of the contingency plan for operations. Events include natural disasters, terrorist attacks, and staff work actions.
- ! Section 3-a** - Added TDAT-C to list of Bureau staff whose names, addresses, and telephone numbers must be posted in facilities.
- ! Section 3-f, Equipment** - Requirement added that the contractor will have a secure computer with Internet and software capabilities for communicating with the CCM office.
- ! Section 4, Community Outreach**
 - S** Contractor must document their public information efforts.
 - S** Community Relations Board renamed Community Relations Advisory Board.
 - S** Added to the list of CRAB members, “community residents and neighbors”

- ! **Section 5, Quality Control** - Replaced the requirement of a contractor annual review with written quarterly QCP results must be provided to the CCM. Also, added more information concerning QCP requirements.

Chapter 2:

- ! **Section 1** - Clarifies the 7-day, 24 hour post to say that it must be a position dedicated solely to the supervision of offenders and cannot be covered by a case manager or facility director.
- ! **Section 1-c** - Clarifies the key staff requirements at major, moderate, and minor use facilities. Did away with counselor position as they were also similar to the case manager position. Included that the MINT Coordinator position is considered a “key staff” member.
- ! **Section 3** - No longer require personnel files to be maintained on-site, only be available for BOP review upon request.
- ! **Section 3-d** - Added additional educational and work experience requirements for the facility director.
- ! **Section 4** - Added aliases to the list of information potential contractor employees had to provide for a NCIC/NLETS check.
- ! **Section 5** - Clarifies that attorneys cannot be involved in official Bureau investigations. Added language that investigative summaries may be disclosed to the contractor’s authorized negotiators.
- ! **Section 7** - Revised to require the contractor to implement the requirements of Program Statement 3735.04, Drug Free Workplace.
- ! **Old Section 7 Changed to Section 8.**
- ! **Section 9, Staff and Volunteer Rosters** - New section added requiring the contractor to submit a typed, alphabetical roster of staff each month with the billing. A separate list will show all the volunteers indicating the type of volunteer work being done.

Chapter 3:

- ! **Section 1** - Deleted the requirement for a professional floor plan and replaced with “a legible and accurate floor plan.”

- ! **Section 2** - Added requirement that contractor must provide transportation for indigent residents who are required to attend substance abuse treatment. Also added that offenders may be transported in a staff members private vehicle only under emergency circumstances. The staff member must have a valid license and insurance in accordance with state laws.
- ! **Section 3-a** - Changed the requirement from BOP evaluation of ventilation system to a third party inspection.
- ! **Section 3-b** - Changed wording for lighting requirement to meet ACA Standards for Adult Community Residential Services.
- ! **Section 3-c** - Removed the requirement for a metal locker. Added requirement that contractor will provide residents with a means to secure their property.
- S Strengthened the language concerning separation of offenders by gender.
- S Revised the language concerning compliance for handicapped offenders. Facilities must be ABA compliant.
- ! **Section 3-e** - Clarified language concerning laundry facilities for residents. Residents are responsible for laundry costs of personal items. Contractor will assist indigent residents until they receive their first pay check. Free laundry service will be provided for linens.
- ! **Section 3-g** - Added requirement that contractor will maintain facility temperature in accordance with EPA standards.
- ! **Section 3-h** - Changed the requirement for smoking distance from the facility door to 10-25 feet. Added caveat about use of apartment complexes for a CSC, they will be evaluated for suitability and any other occupants must be notified of the intent to operate a CSC on the premises
- ! **Section 3-I** - Added that facilities with apartments with kitchens are not required to have additional drinking fountains.

Chapter 4:

- ! **Section 2** - Moved the requirement for staff training in emergency procedures to this location.
- ! **Section 2-a** - Changed the evacuation drill requirement from monthly to one each shift each quarter.

Chapter 5:

- !** **Section 1** - Added that weekly sanitation and safety inspections and corrective actions taken to correct deficiencies found, must be documented and made available for BOP review.
- !** **Section 2** - Reduced the recycling language to say the contractor had to have such a program with minimum requirements or meet local requirements.

Chapter 6:

- !** **Second paragraph** - Requires the successful offeror to have an independent inspection of the electrical system prior to the preoccupancy inspection.
- !** **Section 3** - Allows for the temporary use of extension cords that have surge protectors.
- !** **Section 5** - Allows for use of floor space heaters that are cool to the touch and that utilize an automatic shutoff if overturned.

Chapter 7:

- !** **Added** - “Hygiene items are exempt from the Hazardous Communication program. Aerosol spray cans are not considered to be pressurized containers.”
- !** **Section 3** - Added propane to the list of flammables discussed in the **Note**.

Chapter 8:

- !** **Section 1** - Requirements for pest control were condensed.

Chapter 9:

- !** **Section 1-a** - Language added to allow e-mail notification from the contractor to the CCM office of acceptance of an offender and arrival date.
- !** **Section 2**
 - S** Strengthened the language about psychological status and medications of offenders during intake processing.
 - S** Added deodorant to the list of examples of hygienic items to be provided to indigent offenders.

- S Require contractor staff to add comments concerning behaviors such as assaultive, sexually aggressive, or escape risk to individual program plans as well as reporting them to the CCM.

- ! **Section 2-a** - Added e-mail as a method available to the contractor to notify the CCM of an arrival. Changed the written notification time frame to one calendar day.

- S Change the wording concerning an offender who fails to report to a contract facility from “may be” placed on escape status to “shall be” placed on escape status.

- ! **Section 2-b** - All references to paperwork being completed by the contractor and forwarded to the CCM in five calendar days have been changed to *one calendar day*.

- ! **Section 2-b-2** - This paragraph was reworded concerning executing the J&C.

- ! **Section 2-b-5** - Added the requirement to re-photograph an offender if their appearance significantly changes during the CSC stay.

- ! **Section 2-b-a-7** - Reworded the medical screening requirement emphasizing special attention be given to chronic conditions.

- ! **Section 2-b-7-NOTE** - Re-written to Health Services Division specifications.

Chapter 10:

- ! **Section 1** - Changed random accountability checks from 2 per day to say a frequency that ensures accountability and is commensurate with the accountability needs of the offender. Also, highlighted that a contractor may request the CCM to approve fewer daily contacts, etc.

- ! **Section 1-a** - Clarifications were made concerning a visitor’s sign in/out log and to the explanation of the offender’s sign out/in log.

- S When discussing the curfew, added programming to situations where an inmate may be allowed out past curfew.

- S Re-wrote most of the paragraph concerning recreation, clarifying the location of off-site recreation and excluding travel to and from recreation for the one hour per day recreation activity.

- ! **Section 3** - Added T DAT provider as a member of the PRT.

- ! **Section 4** - Removed from the employment note, “except direct court commitments” and added in the parenthesis (unless disabled or aged).
- ! **Section 4-b-Level Three** - Revised wording for level three to remove the reference to direct court commitments. Also, removed entertainment as a reason for a social pass and clarified shopping was for necessary personal items only.
- ! **Section 4-c** - The requirement to check telephone records of offenders on home confinement was revised to require a monthly check of telephone records with file documentation.
- ! **Section 5** - Day Reporting Requirement (DRR) was deleted in its entirety. The remaining numbering system was corrected to the end of the chapter. CCM offices interested in doing a local SOW revision to add the DRR may contact the CCB for an electronic copy of the old language.
- ! **Section 5** - Paragraph 1 language was strengthened to require the contractor to have written procedures for authorized offender absences for the various reasons. The **NOTE** section was revised to include substance abuse treatment as an example of an activity for which a community corrections component offender may leave the facility.
- ! **Section 5-a** - The paragraph that discusses overnight or weekend pass requirements was revised to include that the ill or aged may be exempt from the requirement of employment to be eligible for a pass.
 - S Clarification was made concerning pass locations. Additions say the pass is ordinarily to the proposed release residence and must be visited and approved by a contractor staff member prior to the pass. Also, the USPO should be consulted to determine if there are any reasons the pass location is not considered acceptable.
 - S The paragraph which discusses long weekends when a legal holiday falls on a receding Friday or following Monday, was revised to add that more than one pass during a week (except special religious passes) requires a furlough request submitted for the CCM’s approval or denial.
- ! **Section 5-b-a** - Language was clarified in the paragraph discussing requirements to contact CUSPOs in the sentencing and visiting districts.
 - S The paragraph which discusses a blanket USPO clearance for repeated furloughs to the same location was revised by deleting the last five words, “with the approval of the USPO”.
- ! **Section 5-b-b** - The paragraph discussing the contractor maintaining a record of furloughs was revised to include requirements to document random accountability checks.

- ! **Section 6** - Deleted the sentence which stated, offenders convicted of crimes of violence or sexual offenses are not ordinarily eligible for home confinement. Added that home confinement days are calculated as full inmate days for contract purposes. One home confinement day equals one inmate day.
- ! **Section 7** - The requirement that the contractor had to demonstrate/document that the network of community resources and services was a viable network and was routinely used to assist residents was added. Deleted the second paragraph, concerning programming, in its entirety.
- ! **Section 8** - Added to the list of orientation topics, the need to discuss the facilities policies for control and distribution of prescribed medications.
 - S Changed the orientation period from 2 weeks to 1 week.
 - S Added to the paragraph discussing program plans was the requirement that the contractor will be responsible for completing relocation requests.
 - S Added the requirement that the case manager and offender had to sign the progress reviews.
- ! **Section 9** - Added the condition that the BOP may deduct from the bill any subsistence not collected or shown as deducted from the billing.
 - S Added sale of property as an example of other means of financial support or income.
 - S Added the contractor had to develop a working relationship or point-of-contact with US Attorney's office/Courts to assist with meeting their financial obligations.
 - S Revised language for subsistence payment dates to indicate subsistence payments will coincide with offender salary payment schedule.
- ! **Section 10** - Changed employment program to employment assistance program.
 - S Changed the required for contacting the employer from weekly to monthly.
 - S Changed the requirement for work from 40 hours per week to "full-time employment or equivalent, as some jobs are considered full-time even though they may not be 40 hours. Also, changes the requirement for finding employment to read, "within 15 calendar days from the completion of the facility orientation program."
 - S Added that offenders may be involved in other full time constructive pursuits such

as furthering their education instead of adhering to full time work only.

- S Added the definition for a major use facility.
- S Internet use at the CCC is permitted under supervision. Internet use outside the facility requires CCM approval.
- S Added requirement that the contractor develop an accountability system for when offenders are out looking for employment and the contractor needs to provide indigent offenders with a nominal amount of money or a pre-paid telephone card to contact the CCC in the event of an emergency while seeking employment.
- S Added the requirement that the contractor maintain a copy of the efforts made to assist the offender in obtaining employment.
- ! **Section 10-a** - Changed the requirement that the contractor *direct* an employer to notify them if the offender didn't report to work to *request* the employer to *notify* them.
- S Added was the approval for the CCC director to modify employment requirements for USPO cases with USPO concurrence.
- ! **Section 10-c** - Added PDA and any other electronic equipment to the list of devices requiring CCM approval. Also added that no type of electronic equipment could be used for accountability purposes.
- ! **Section 11** - Added that the contractor had to demonstrate offender residence development via documentation.
- ! **Section 12** - Deleted the requirement that the contractor had to provide weekly 30 minute substance abuse counseling for offenders who have a condition of drug aftercare or who have a history of substance abuse. Also deleted was the substance abuse counselor qualifications.
- ! **Section 12-a** - Changed the name from Drug Aftercare to Drug Treatment.
- ! **Section 12-c** - Changed the requirement for alcohol testing to administering a breathe test every time an offender returns to the facility. Also, added that a second confirmation test would be completed no less than 15 minutes after the first test. If confirmed, an incident report must be written for use of intoxicants.
- ! **Section 13** - Added the requirement that the contractor would also have points-of-contact with mental health resources and services.
- ! **Section 14** - Vocational counselor for female programs may be collateral duty for the EPS or case manager.

- ! Deleted the old section 22 concerning recreation as this was discussed in an earlier section.
- ! **Section 20** - Added language that the contractor must allow offenders to participate in the Life Connections Program to the extent possible. Contractors must report any offender abuses in the program and will cooperate with the Bureau if required to keep records and report statistics about offender program participation.
- ! **Section 21** - New language allows the CCM to waive Life/Family Skills training for those individuals for whom it is obvious they are not in need such training (i.e., “white-collar” offenders).
- ! Deleted Section 25 concerning community relations boards as this is discussed in Chapter 1.

Chapter 11:

- ! Fifth paragraph, added the requirement that progressive discipline should be utilized and that care need be taken to prevent unnecessary/inappropriate use of disciplinary transfer. Also included the statement that regional variances may occur so the contractor needs to know and follow the RMTs instructions.
- ! Changed the requirement for processing of CDC packets to sending CDC packets directly to the CCM for quality control review and tracking purposes. The CCM will forward the packet to the DHO.

Chapter 12:

No changes.

Chapter 13:

- ! **Food Service** - The portion of the chapter dealing with food service was rearranged to flow better and was condensed. The requirement that the contractor possess a copy of the FDA Food Code was deleted, although they must comply with the code. Added approval for contractor to serve a brunch on weekends and federal holidays.
- ! **Medical Services** - The listing of the requirements for a first aid kit was deleted. The contractor must keep a kit that complies with standards set by the American Red Cross.
- S Added requirement that medication policy must be written and provided to the CCM for approval. Language added that the CCC will ensure medication is stored in a proper environment and offenders have proper access.

! **Section 3** - A change was made that the contractor will pay for physicals and submit the original invoice to the BOP as a line item on the next billing. Paragraph 5 of this section is new and adds the requirement about DNA testing during the medical exam if applicable to the particular inmate.

S Medical examination language was changed to Health Services Division specifications.

Chapter 14:

! **Section 1** - added medical release form to the 6th bullet.

! **Section 2-c** - Added a new log to the list of logs; the visitor log.

! **Section 3** - Added that the CCM must approve the release of any information about a subject even if the subject has provided written consent.

S Added info about the PSR and that the document belongs to the US Courts. Copies may not be provided to anyone, even the offender. PSR must be returned to the BOP.

Chapter 15:

! **Section 1** - Releases must now be reported to the CCM by 10:00 am of the day of release and contact must be with a live person. Leaving messages is no longer acceptable.

! **Section 1-a** - Types of Releases - Now reference PS 5800.13, ISM Manual for definitions of types of releases. Definitions in SOW deleted.

! **Section 1-b** - second paragraph, changed four weeks to six weeks prior to release staff shall submit requests for parole certs.

! **Section 5** - Securing property changed from as soon as possible to immediately secure and inventory prior to the end of the work shift.

! **Section 6** - Stipulated that all contractor generated documents must be sent to the CCM upon offenders completion or termination at the CCC. Contractor may return referral packet to the Bureau or destroy by shredding.

Chapter 16:

! **Section 1 - a** - Added the stipulation to coordinate locally with the supervising authority the time-frame for reporting absconders.

! **Section 1-b** - Added the wording that verifying whereabouts/escapes of offender may

include contractor staff going to the pass or residence. Now stipulates that the *CCC Director* must report an escape to the CCM *in accordance with local CCM procedures*.

- ! **Section 1-d** - Added that offenders with PSFs or any special needs case exhibiting unusual behaviors requires closer attention and reporting to the CCM.

Chapter 17:

- ! For inmate deaths, fingerprinting requirements were changed to the thumb of the right hand only.

Chapters 18 and 19:

No changes

Chapter 20:

- ! **Section 3** - Language for the first full monitoring was changed to indicate it would be held between 60-90 days from the date of performance.
- S Clarification was made that the contractor would respond to the CCM concerning monitoring reports and within 30 days from receipt of the report. Clarifications made on terminology used in monitoring reports to include suggestions, advised items, discrepancies, deficiencies, and significant findings. These mirror the Bureau's PRD terms. The term "finding" was replaced by "deficiency" throughout this chapter.
- ! **Section 5** - Discussion about the CEF was updated to reflect the procedures implement May 1, 2003 and any subsequent revisions.
- ! **Section 7** - The term "Findings" was replaced by the term, "Deficiencies".

Chapter 21:

- ! First paragraph of chapter, added "if applicable" to the requirement that the contractor must pay for additional pre-sites if they change proposed CCC locations.

Chapter 22:

- ! **Section 1** - Added that there is no consensual sex between staff and inmates.

Attachments:

- ! Attachment A - form totally revised and includes additional identifying information to assist with background checks.

- ! Attachment B - In the Section titled, Special Medical Needs, added Mental Health and the need to include medications issued by the institution, medications left, medications to be controlled by the facility and medication compliance.
- ! Attachment C - Added the requirement that the case notes must include information concerning prescribed medication compliance.
- ! Attachment D - Primary Test Panel for Urinalysis Procedures, has been updated.
- ! Attachment F - Food guide pyramid deleted
- ! New Attachment F - Added definition of Life Connections Program.
- ! Attachment G, Explanation of Terms, becomes Attachment F